



## **CORRECTIONS STANDARDS AUTHORITY**

### **REQUEST FOR PROPOSALS APPLICATION PACKET**

#### **Mentally Ill Offender Crime Reduction Grant Program**

**August 2006**

***In addition to the grant application, this RFP packet includes important information about funding provisions, grant eligibility and proposal submission requirements. The packet also provides information on the proposal evaluation process and the RFP workshops that will be held for prospective applicants. Proposals are due no later than November 6, 2006.***

# Mentally Ill Offender Crime Reduction Grant Program 2006-07 Request for Proposals

## Statutory Mandates and Funding Provisions

- Mandates: AB 1811 established the Mentally Ill Offender Crime Reduction (MIOCR) grant program and directed the Corrections Standards Authority (CSA) to award grants for projects designed to reduce recidivism among adult and juvenile mentally ill offenders (Chapter 48, Statutes of 2006). The MIOCR grants must be “consistent with the purpose and intent” of SB 1485, an initiative designed to determine the most effective strategies for reducing the involvement of mentally ill offenders in the criminal justice system (Chapter 501, Statutes of 1998). AB 1811 requires that the 15 counties that participated in the second cycle of funding for the SB 1485 program receive priority consideration of proposals targeting adult mentally ill offenders because their original grant amounts were reduced when the Legislature cut funding for the program (*refer to the section entitled Proposal Review and Rating Process*).

The 2006 State Budget Act, as amended by AB 1811, appropriated \$22,295,500 for grants targeting adult mentally ill offenders and \$22,295,500 for grants targeting juvenile mentally ill offenders. Funds must be awarded on a competitive basis using criteria developed by the CSA. To fulfill these statutory mandates, the CSA is issuing this Request for Proposals (RFP), which incorporates recommendations made to the CSA by an [Executive Steering Committee](#) (ESC) comprised of subject matter experts in corrections, mental health and other disciplines involved with mentally ill offenders.

- Cap on Grant Funds Requested: The CSA has established a cap, based on county size as determined by population, on the amount of funds an applicant can request for each proposed project (**Attachment A**). Applicants may not request funds for a proposed project that exceed the cap. The following table outlines the cap requirement.

County Size	Grant Amount Cap
Small Counties (population up to 200,000)	\$700,000
Medium Counties (population of 200,000 – 1,000,000)	\$1,000,000
Large Counties (population over 1,000,000)	\$1,500,000

- Grant Awards: The CSA may award grants for less than the amount requested by an applicant if, as a result of the proposal evaluation and rating process, the ESC determines that a lesser amount is more appropriate for the proposed project.
- Grant Period/Subsequent Funding: The initial grant period for these funds is January 1, 2007 through June 30, 2008 (funds must be expended or encumbered by the end of the 18-month grant period). There is no guarantee of continued funding beyond the initial grant period. However, the projects awarded grants through this RFP process may obtain funding (on a non-competitive basis) for up to four additional years (12-month grants) **if** the Legislature appropriates funds for the program and the grantee is making progress toward stated goals and is in compliance with contractual requirements.

## Grant Application Requirements

- Eligible Applicants: All 58 counties are eligible to apply for MIOCR grants. Consistent with the purpose and intent of SB 1485, the Sheriff's Department or Department of Correction(s), whichever agency manages the jail system, will serve as the lead agency for grants targeting adult mentally ill offenders – and the Sheriff or Director of the Department of Correction(s) must sign and submit the grant application on behalf of the county. Likewise, the Probation Department will serve as the lead agency for grants targeting juvenile mentally ill offenders – and the Chief Probation Officer must sign and submit the grant application. The lead agency may designate another local entity (e.g., Department of Mental Health) as the implementing agency for the proposed project(s) and must collaborate with other agencies on the project(s). Eligible applicants may submit more than one proposed project (i.e., grant application).
- Eligible Projects: Proposed projects must be anchored in a treatment model that has proved effective in reducing the involvement of the target population in the justice system. In addition to an evidence-based foundation, the proposed project may incorporate innovative strategies that have shown promising results in other areas of clinical or corrections practice (e.g., mental health courts) but have not been replicated sufficiently with the target population to demonstrate proven results for that population. Services/interventions provided through the funded projects may be in-custody and/or post-custody. Several resources are available on evidence-based programs (**Attachment B**).
- Eligible Expenditures: Grant funds must be used to supplement existing funds dedicated to a program and may not replace (supplant) funds that have been appropriated for the same purpose. Grant funds may be used to expand an existing effort or to create a new program. Program expansion includes but is not limited to adding services to a program that is currently offered to mentally ill offenders and extending existing services for mentally ill offenders to a larger target population or new geographic area. For information on eligible and ineligible costs, applicants may refer to the MIOCR Contract Administration Guide.
- Eligible Target Populations: Consistent with SB 1485, eligible adults must be booked into jail. The booking could be for a new charge or a probation violation, and the offender could be incarcerated or released after the booking. For juveniles, individual eligibility begins with juvenile facility detention or with the filing of a delinquency petition on an out-of-custody minor, whether on a new charge or a probation violation. For both adults and juveniles, eligibility may date back to the offenders' status on July 1, 2006. A youth whose detention or petition date occurred prior to July 1, 2006 who is the subject of active proceedings or is under the jurisdiction of the juvenile court (e.g., in placement or transitional living) remains eligible for services, even if past his or her 18<sup>th</sup> birthday.

Consistent with SB 1485 and accepted practice in the field, applicants must rely on Section 5600.3(a) of the Welfare and Institutions Code to define mental illness for juveniles and Section 5600.3(b) to define mental illness for adults (**Attachment C**). In brief, persons eligible to participate in funded programs must have a primary diagnosis of a mental disorder as identified in the most recent edition of the Diagnostic and Statistical Manual of Mental Disorders. Persons with co-occurring disorders (mental illness and substance use) are eligible as long as the primary diagnosis is a mental illness.

- Coordinated Planning Process: Consistent with the multi-disciplinary collaboration required by SB 1485, applicants must undertake a coordinated planning process in developing their grant proposal(s). For all proposals, that process must include, at a minimum, the Sheriff, Chief Probation Officer, county Mental Health Director and a representative of local law enforcement. In addition, for proposals targeting juvenile offenders, the coordinated planning process must include a representative from county education and child welfare agencies. Applicants may include other individuals, agencies and/or community-based organizations in the planning process. Applicants may rely on existing entities to meet this requirement, as long as the designated officials participate.
- Required Local Match: Consistent with SB 1485, counties must provide a minimum local match of 25 percent of the grant funds requested. This obligation may be met through hard (cash) or soft (in-kind) matching funds, or a combination of both. The local match may not include any state funds but could include federal dollars dedicated to the project.
- Board of Supervisors' Resolution: Applicants must submit a resolution from the county Board of Supervisors addressing specified elements (**Attachment D**). The CSA recognizes that it may not be possible for applicants to secure a resolution by the grant submission date. In these situations, a resolution must be submitted before the CSA will enter into a grant agreement with the successful applicant.

### **Grant Proposal Submission**

Proposals are due **November 6, 2006** and may be mailed or hand delivered to the CSA. If mailed, the proposal must be postmarked by November 6, 2006. If hand delivered, the proposal must arrive at the CSA by 5:00 p.m. on November 6, 2006. The CSA's offices are located at 600 Bercut Drive, Sacramento, 95814. Please direct proposals to the attention of Lynda Frost. Applicants must submit **one original and six copies** of the grant application. Either the Sheriff, Director of Correction(s) or Chief Probation Officer, depending on the proposal's target population, must sign the original application.

Applications may not exceed 30 pages. This limitation applies to all applications except those submitted by the MIOCR II counties for projects targeting adult mentally ill offenders (*refer to Priority Consideration in the next section*). In these cases, the additional responses required of these applicants may not exceed five pages, for a total of 35 pages. Page limitations include all attachments/appendices. Narrative sections must be double-spaced and a minimum 12-point font size. Applications will be three-hole punched and put into binders for the merit review process. Therefore, please staple or clip together each copy of the application submitted to the CSA.

### **Proposal Review and Rating Process**

- Technical Compliance Review: CSA staff will review each proposal to determine if it meets the RFP requirements. In order to avoid having otherwise worthy proposals eliminated from consideration due to relatively minor and easily corrected errors/omissions, applicants will have an opportunity to respond to deficiencies identified during this review process, which will take place November 6-9, 2006, and to make non-substantive changes that would bring the proposal into technical compliance.

- Merit Review: The members of the ESC will evaluate the merit of the proposals according to rating factors approved by the CSA (**Attachment E**). Following this rating process, the ESC will forward funding recommendations to the CSA board, which will award grants in December (date to be determined). Applicants will be notified of the results of the ESC's proposal evaluation and rating process. Applicants are not to contact members of the ESC or CSA board about their proposals.
- Priority Consideration: Pursuant to AB 1811, the CSA will give priority consideration to any proposals targeting adult mentally ill offenders that are submitted by eligible applicants in the 15 counties that participated in the MIOCR II grant program. These counties are: Alameda, Butte, Kern, Los Angeles, Marin, Mendocino, Monterey, San Bernardino, San Francisco, San Joaquin, Santa Clara, Solano, Tuolumne, Ventura, and Yolo.

Priority consideration will be given as part of the proposal rating process conducted by the ESC members, who will award from one to 15 "preference points" (up to five percent of the total points available) to eligible applicants based on their responses to the questions outlined in Section VII of the grant application. Eligible applicants are the Sheriff's Department or the Department of Correction(s), whichever agency manages the jail system, in the MIOCR II counties. All 15 counties will receive a minimum of one preference point.

### **Basic Grant Requirements**

- Data Collection: The CSA is committed to assessing the impact of the MIOCR projects on the involvement of mentally ill adults and juveniles in the justice system. This assessment will require that grantees collect data on key variables related to recidivism (e.g., number of arrests and number of days incarcerated/detained prior to and during project participation) and a limited number of "quality of life" outcome variables. CSA staff is working with subject matter experts to identify appropriate and meaningful data elements for the targeted populations. Staff will develop a draft data collection tool and meet with new grantees to solicit their input and finalize the tool. It is anticipated that grantees will report data to the CSA on a monthly basis.
- Semi-Annual Progress Reports: As part of the grant monitoring and program evaluation process, grantees must submit semi-annual progress reports. The form and reporting instructions are under development and will be available on the CSA's web site in early January. The reports are due within 45 days following the end of each six-month period during the grant.
- Quarterly Invoices: Disbursement of grant funds occurs on a reimbursement basis for actual costs incurred during a reporting period. The State Controller's Office will issue the warrants (checks) to the county treasurer and send the warrants to the individual designated on the application form as the Financial Officer for the grant. Grantees must submit quarterly invoices through the CSA's on-line invoice system no later than 45 days following the end of each quarter. Grantees must maintain adequate supporting documentation for claimed costs, and the CSA reserves the right to require a financial audit any time between the execution of the grant agreement and 60 days after the end of the grant period. In addition, CSA staff will conduct on-site monitoring visits that will include a review of documentation maintained as substantiation for project expenditures.

### **RFP Workshops**

CSA staff will conduct two workshops to review the grant requirements and proposal evaluation process and to share information on best practices. The Southern California workshop will be held **Wednesday, September 13, 2006** from 9:30 a.m. to 12:30 p.m. in the Large Conference Room at the West Valley Detention Center, 9500 Etiwanda Avenue, Rancho Cucamonga, 91739. The Northern California workshop will be held **Thursday, September 14, 2006** from 9:30 a.m. to 12:30 p.m. in the CSA's main conference room, 660 Bercut Drive, Sacramento, 95814. Seating is limited at both locations, so it may be necessary to limit the number of participants from each county. For planning purposes, please complete the Workshop Registration Form (**Attachment F**) and email it to [Helene.Zentner@cdcr.ca.gov](mailto:Helene.Zentner@cdcr.ca.gov) by Friday, September 8, 2006.

### **Grantee Briefing**

CSA staff will conduct two briefing sessions for grantees on **Thursday, January 4, 2007** in the CSA's main conference room. The morning session, which will be held from 9:30 to noon, will be for grantees whose projects target mentally ill juvenile offenders. The afternoon session, which will be held from 1:00 to 3:30, will be for grantees whose projects target adult mentally ill offenders. The purpose of the grantee briefing session is two-fold: 1) share information about the contract development process, on-line invoicing and budget modification systems, and other grant management and monitoring activities; and 2) discuss and finalize the data collection tool. Since these sessions occur after the grant period begins, travel costs for this event may be charged to the grant.

### **Summary of Key Dates**

<b>ACTIVITY</b>	<b>TIMELINE</b>
Issue RFP to the field	August 31, 2006
Conduct RFP workshop (southern CA)	September 13, 2006
Conduct RFP workshop (northern CA)	September 14, 2006
Grant proposals due to CSA	November 6, 2006
Technical review of proposals by CSA staff	November 6-9, 2006
Merit review of proposals by ESC members	Nov. 13 – Dec.11, 2006
Rater scoring sheets due to CSA	December 11, 2006
CSA board considers ESC's funding recommendations	December 2006 (TBD)
Grant period begins	January 1, 2007
New grantee briefing	January 4, 2007

### **Contact Information**

Questions about the MIOCR grant program or competitive RFP process may be directed to Field Representative Lynda Frost (916/445-4099; [Lynda.frost@cdcr.ca.gov](mailto:Lynda.frost@cdcr.ca.gov)) or Consultant Helene Zentner (916/323-8631; [helene.zentner@cdcr.ca.gov](mailto:helene.zentner@cdcr.ca.gov)).

**Attachment A**  
**County Population per Department of Finance**  
**County Estimates, July 2005**

<http://www.dof.ca.gov/HTML/DEMOGRAP/whatsnew.asp>

County	Population
<b>Small</b>	
Alpine	1,242
Amador	38,221
Calaveras	45,711
Colusa	21,315
Del Norte	29,355
El Dorado	175,550
Glenn	28,523
Humboldt	132,434
Imperial	164,221
Inyo	18,599
Kings	146,487
Lake	64,180
Lassen	35,696
Madera	142,837
Mariposa	18,281
Mendocino	90,487
Modoc	9,813
Mono	13,512
Napa	133,526
Nevada	100,227
Plumas	21,557
San Benito	57,700
Shasta	180,984
Sierra	3,514
Siskiyou	46,410
Sutter	90,627
Tehama	61,378
Trinity	14,025
Tuolumne	58,215
Yolo	188,858
Yuba	68,618

County	Population
<b>Medium</b>	
Butte	216,401
Fresno	892,325
Kern	770,424
Marin	252,195
Merced	244,320
Monterey	425,055
Placer	313,931
San Francisco	794,850
San Joaquin	664,369
San Luis Obispo	262,593
San Mateo	721,350
Santa Barbara	419,678
Santa Cruz	260,634
Solano	422,094
Sonoma	478,724
Stanislaus	510,858
Tulare	417,287
Ventura	815,528
<b>Large</b>	
Alameda	1,503,790
Contra Costa	1,025,900
Los Angeles	10,223,055
Orange	3,061,094
Riverside	1,931,437
Sacramento	1,379,103
San Bernardino	1,977,822
San Diego	3,057,000
Santa Clara	1,760,741

**Attachment B**  
**Partial Listing of Resources on Evidence-Based Treatment Programs**

- Blueprint for Change: A Comprehensive Model for the Identification and Treatment of Youth with Mental Health Needs in Contact with the Juvenile Justice System, January 2006:  
<http://www.ncmhjj.com/Blueprint/default.shtml>
- Mental Health Treatment for Youth in the Juvenile Justice System: A Compendium of Promising Practices, National Mental Health Association, 2004:  
<http://www.nmha.org/children/JJCompendiumofBestPractices.pdf>
- Model Programs Guide, Office of Juvenile Justice and Delinquency Prevention:  
[http://www.dsgonline.com/mpg2.5/mpg\\_index.htm](http://www.dsgonline.com/mpg2.5/mpg_index.htm)
- Various publications from the National Council of Juvenile and Family Court Judges:  
<http://www.ncjfcj.org/content/view/617/347/>
- Various publications from the National GAINS Center:  
<http://www.gainscenter.samhsa.gov/html/resources/publications.asp#ebp>
- Statewide Evaluation of the SB 1485 Mentally Ill Offender Crime Reduction Grant Program (2005 Final Legislative Report):  
[http://www.cdcr.ca.gov/DivisionsBoards/CSA/miocrg\\_archive.htm](http://www.cdcr.ca.gov/DivisionsBoards/CSA/miocrg_archive.htm)
- Criminal Justice Mental Health Consensus Project Report, June 2002:  
[http://consensusproject.org/the\\_report/](http://consensusproject.org/the_report/)
- Collaborative Justice-Mental Health Courts, Administrative Office of the Courts:  
<http://www.courtinfo.ca.gov/programs/collab/mental.htm>
- The Role of Mental Health Courts in System Reform, Bazelon Center for Mental Health Law:  
<http://www.bazelon.org/issues/criminalization/publications/mentalhealthcourts/index.htm>
- SAMHSA Model Programs:  
[http://modelprograms.samhsa.gov/template\\_cf.cfm?page=model\\_list](http://modelprograms.samhsa.gov/template_cf.cfm?page=model_list)
- Youth Law Center:  
<http://www.ylc.org/>
- National Council on Crime and Delinquency FOCUS: A Survey of Mental Health Care Delivery to Youth in the California Juvenile Justice System, September 2003:  
[http://www.nccd-crc.org/nccd/pubs/calif\\_jj\\_survey\\_2003.pdf](http://www.nccd-crc.org/nccd/pubs/calif_jj_survey_2003.pdf)



## **Attachment C**

### **Welfare and Institutions Code**

5600.3. To the extent resources are available, the primary goal of use of funds deposited in the mental health account of the local health and welfare trust fund should be to serve the target populations identified in the following categories, which shall not be construed as establishing an order of priority:

(a) (1) Seriously emotionally disturbed children or adolescents.

(2) For the purposes of this part, "seriously emotionally disturbed children or adolescents" means minors under the age of 18 years who have a mental disorder as identified in the most recent edition of the Diagnostic and Statistical Manual of Mental Disorders, other than a primary substance use disorder or developmental disorder, which results in behavior inappropriate to the child's age according to expected developmental norms. Members of this target population shall meet one or more of the following criteria:

(A) As a result of the mental disorder the child has substantial impairment in at least two of the following areas: self-care, school functioning, family relationships, or ability to function in the community; and either of the following occur:

(i) The child is at risk of removal from home or has already been removed from the home.

(ii) The mental disorder and impairments have been present for more than six months or are likely to continue for more than one year without treatment.

(B) The child displays one of the following: psychotic features, risk of suicide or risk of violence due to a mental disorder.

(C) The child meets special education eligibility requirements under Chapter 26.5 (commencing with Section 7570) of Division 7 of Title 1 of the Government Code.

(b) (1) Adults and older adults who have a serious mental disorder.

(2) For the purposes of this part "serious mental disorder" means a mental disorder which is severe in degree and persistent in duration, which may cause behavioral functioning which interferes substantially with the primary activities of daily living, and which may result in an inability to maintain stable adjustment and independent functioning without treatment, support, and rehabilitation for a long or indefinite period of time. Serious mental disorders include, but are not limited to, schizophrenia, as well as major affective disorders or other severely disabling mental disorders. This section shall not be construed to exclude persons with a serious mental disorder and a diagnosis of substance abuse, developmental disability, or other physical or mental disorder.

(3) Members of this target population shall meet all of the following criteria:

(A) The person has a mental disorder as identified in the most recent edition of the Diagnostic and Statistical Manual of Mental Disorders, other than a substance use disorder or developmental disorder or acquired traumatic brain injury pursuant to subdivision (a) of Section 4354 unless that person also has a serious mental disorder as defined in paragraph (2).

(B) (i) As a result of the mental disorder the person has substantial functional impairments or symptoms, or a psychiatric history demonstrating that without treatment there is an imminent risk of decompensation to having substantial impairments or symptoms.

(ii) For the purposes of this part, "functional impairment" means being substantially impaired as the result of a mental disorder in independent living, social relationships, vocational skills, or physical condition.

(C) As a result of a mental functional impairment and circumstances the person is likely to become so disabled as to require public assistance, services, or entitlements.

(4) For the purpose of organizing outreach and treatment options, to the extent resources are available, this target population includes, but is not limited to, persons who are any of the following:

(A) Homeless persons who are mentally ill.

(B) Persons evaluated by appropriately licensed persons as requiring care in acute treatment facilities including state hospitals, acute inpatient facilities, institutes for mental disease, and crisis residential programs.

(C) Persons arrested or convicted of crimes.

(D) Persons who require acute treatment as a result of a first episode of mental illness with psychotic features.

(5) California veterans in need of mental health services who are not eligible for care by the United States Department of Veterans Affairs or other federal health care provider and who meet the existing eligibility requirements of this section, shall be provided services to the extent resources are available. Counties shall refer a veteran to the county veterans service officer, if any, to determine the veteran's eligibility for, and the availability of, mental health services provided by the United States Department of Veterans Affairs or other federal health care provider.

(c) Adults or older adults who require or are at risk of requiring acute psychiatric inpatient care, residential treatment, or outpatient crisis intervention because of a mental disorder with symptoms of psychosis, suicidality, or violence.

(d) Persons who need brief treatment as a result of a natural disaster or severe local emergency.

**Attachment D**  
**Sample Board of Supervisors' Resolution**

**Counties must submit a resolution from the Board of Supervisors that includes, at a minimum, the authorization and assurances outlined in the following sample. Although it may not be possible to secure the resolution in time to submit it with the grant application, the CSA must have a resolution on file before executing a grant agreement.**

WHEREAS the (*name of county*) is seeking state funds available through the Mentally Ill Offender Crime Reduction (MIOCR) grant program administered by the Corrections Standards Authority (hereafter referred to as CSA), be it resolved that the Board of Supervisors:

Authorizes (*title of designated official\**) to submit the MIOCR application on behalf of the county and to sign the Grant Agreement with the CSA, including any amendments thereof, on behalf of the county;

Assures that the county will provide all matching funds required for the MIOCR grant;

Assures that the county will not use grant funds to supplant expenditures controlled by this body; and

Assures that the county will abide by the statutes governing the MIOCR grant program as well as the terms and conditions of the Grant Agreement as set forth by the CSA.

**\*IMPORTANT NOTE:** For projects targeting adult mentally ill offenders, the title of the designated official must be the Sheriff, Director of the Department of Correction(s), or Chair of the Board of Supervisors. For projects targeting juvenile mentally ill offenders, the title of the designated official must be the Chief Probation Officer or Chair of the Board of Supervisors.

**Attachment E**  
**MIOCR Proposal Rating Factors**

MERIT REVIEW RATING FACTOR	MAXIMUM POINTS
<b>Statement of Need:</b> The proposal describes the impact of mentally ill offenders on the justice system (particularly on local adult or juvenile detention facilities) and includes data to support the described impact. The proposal outlines the in-custody and/or post-custody gaps in treatment and/or support services for mentally ill offenders and identifies the need(s) that would be addressed with grant funds. The proposal explains why existing resources, both state and local, are inadequate to address the identified need.	50
<b>Project Design:</b> The proposal describes the project that would be supported with grant funds, including the evidence-based treatment model upon which it is based, specific services that would be provided, where and when service delivery would occur, and who would provide services (i.e., project staff). The proposal identifies the project's target population and program eligibility criteria (e.g., estimated number and type of offenders to be served, criminal history, diagnostic categories, etc.). There is a direct and well-articulated relationship between the project design and identified need(s).	50
<b>Interagency Collaboration:</b> The proposal describes the coordinated planning process that was undertaken to develop the proposal. The proposal includes evidence of ongoing collaboration among agencies/community-based organizations in implementing the project and describes each entity's role in the project. The proposal describes the applicant's involvement in other collaborative efforts involving treatment/support services for mentally ill offenders.	50
<b>Probability of Success:</b> The proposal describes the likelihood that the project would succeed due to the proven effectiveness of its design for the target population and includes evidence of research-based results. The proposal describes past successes by the applicant in implementing and managing grant-funded projects in an efficient, effective manner. The timeline of activities is reasonable given the nature and scope of the program.	50
<b>Budget Appropriateness:</b> The proposal includes sufficient detail regarding how state grant and local match funds would be expended to implement the proposed project. The proposal provides justification that the amount of grant funds requested is reasonable and appropriate given the proposed project's design and scope and, if applicable, describes any other funding streams that may be used to support the proposed project.	50
<b>Overall Proposal Quality:</b> The proposal is well organized and presents information in a clear, well-organized and compelling manner.	50
<b>TOTAL POSSIBLE POINTS (excluding priority consideration, if applicable)</b>	300
<b>Priority Consideration (adult-focused proposals from MIOCR II counties):</b> The proposal describes the MIOCR II project and includes evidence of its success in reducing recidivism or an explanation of why it was unsuccessful. The proposal explains how the county responded to the funding cut during the third year of the grant period. The proposal explains how the project was sustained after the grant period or why it was discontinued.	15

**Attachment F**  
**RFP Workshop Registration Form**

CSA staff is conducting two workshops for individuals interested in applying for a MIOCR grant. These sessions will provide prospective applicants information about the CSA's approach to competitive grant programs, the MIOCR RFP and application process, and best practices in the field. Attendees will have ample opportunity to ask questions during the workshops. Due to room capacity, it may be necessary to limit the number of participants from each county.

**Southern California Workshop\***  
**Wednesday, September 13, 2006**  
**9:30 a.m. to 12:30 p.m.**  
**West Valley Detention Center**  
**9500 Etiwanda Avenue**  
**Rancho Cucamonga 91739**

\* Maximum seating capacity is 45.

**Northern California Workshop#**  
**Thursday, September 14, 2006**  
**9:30 a.m. to 12:30 p.m.**  
**CSA Conference Room**  
**660 Bercut Drive**  
**Sacramento 95814**

# Maximum seating capacity is 75.

**County:**

**Applicant - Sheriff, Director of Correction(s), or Chief Probation Officer:** |

**Workshop Location:** Southern California ☐ Northern California ☐

**RFP Workshop Attendees:** As stated above, space is limited. Please list participants in order of attendance preference. CSA staff will confirm attendee list with the contact listed below prior to the workshop date.

Name		Title	E-mail Address
<input type="text"/>	(Contact	<input type="text"/>	<input type="text"/>
<input type="text"/>	)	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>

**Please indicate any specific questions you have about the RFP or other grant-related issues you would like addressed at the Workshop.**

  

**PLEASE EMAIL THIS FORM BY FRIDAY, SEPTEMBER 8, 2006 TO:**

**HELENE ZENTNER, CONSULTANT**  
[Helene.Zentner@cdcr.ca.gov](mailto:Helene.Zentner@cdcr.ca.gov)





DEPARTMENT OF CORRECTIONS AND REHABILITATION  
CORRECTIONS STANDARDS AUTHORITY

**MENTALLY ILL OFFENDER  
CRIME REDUCTION GRANT PROGRAM**

**SECTION I: APPLICANT INFORMATION**

<b>A. APPLICANT (LEAD AGENCY)</b>			
AGENCY NAME (COUNTY AND DEPARTMENT)			TELEPHONE NUMBER
STREET ADDRESS		CITY	STATE ZIP CODE
MAILING ADDRESS		CITY	STATE ZIP CODE
<b>B. PROJECT TITLE (NAME OF PROPOSED GRANT PROGRAM)</b>			<b>C. AMOUNT OF FUNDS REQUESTED</b>
<b>D. IMPLEMENTING AGENCY (DESIGNATED BY LEAD AGENCY)</b>			
AGENCY NAME			
CONTACT PERSON			TELEPHONE NUMBER
STREET ADDRESS			FAX NUMBER
CITY	STATE	ZIP CODE	E-MAIL ADDRESS
<b>E. PROJECT DIRECTOR</b>			
NAME AND TITLE			TELEPHONE NUMBER
STREET ADDRESS			FAX NUMBER
CITY	STATE	ZIP CODE	E-MAIL ADDRESS
<b>F. PROJECT FINANCIAL OFFICER</b>			
NAME AND TITLE			TELEPHONE NUMBER
STREET ADDRESS			FAX NUMBER
CITY	STATE	ZIP CODE	E-MAIL ADDRESS
<b>G. APPLICANT'S AGREEMENT</b>			
By signing this application, the applicant assures that the grantee will abide by the laws, policies and procedures governing this funding.			
NAME AND TITLE OF PERSON AUTHORIZED TO SIGN AGREEMENT (SHERIFF, DIRECTOR OF CORRECTIONS, CHIEF PROBATION OFFICER, OR BOARD OF SUPERVISORS' CHAIR)			
APPLICANT'S SIGNATURE			DATE

## **SECTION II: STATEMENT OF NEED**

### **A. IMPACT OF MENTALLY ILL OFFENDERS**

In the space below, describe the impact of mentally ill offenders on the local justice system, particularly on adult or juvenile detention facilities. Include data supporting the described impact.

### **B. IDENTIFIED NEEDS**

In the space below, describe the identified need(s) that would be addressed with grant funds (i.e., the in-custody and/or post-custody gaps in treatment and/or support services for mentally ill offenders).

### **C. EXISTING RESOURCES**

In the space below, explain why existing state and local resources are inadequate to address the identified need(s).

## **SECTION III: PROJECT DESIGN**

### **A. PROJECT DESCRIPTION**

In the space below, describe the proposed project, including the evidence-based treatment model upon which it is based, specific services that would be provided, where and when service delivery would occur, and who would provide services (i.e., project staff by position).

### **B. TARGET POPULATION**

In the space below, identify the project's target population and program eligibility criteria (e.g., estimated number of offenders who would participate, criminal history, types of offenders, diagnostic categories, etc.).



## SECTION IV: INTERAGENCY COLLABORATION

### A. COORDINATED PLANNING PROCESS

In the space below, describe the coordinated planning process undertaken to develop the grant proposal. Following this description, use the table to identify the individuals who participated in this planning process. *Refer to the section on Grant Application Requirements for information on mandatory representation and, if necessary, extend the table.*

Coordinated Planning Process Participants (include the individual's name, title and agency/organization)

### B. PROJECT COLLABORATION

In the space below, describe the applicant's plan for ongoing collaboration among those who participated in the planning process and explain the role of each partnering agency/community-based organization in the project.

### C. PAST COLLABORATION

In the space below, describe the applicant's involvement in other collaborative efforts involving treatment and support services for offenders with mentally illness.

## SECTION V: PROBABILITY OF SUCCESS

### A. LIKELIHOOD OF SUCCESS

In the space below, describe the likelihood that the project would succeed due to the proven effectiveness of its design (evidence-based treatment model) with the target population. Include research data.

## B. PAST SUCCESS

In the space below, describe past successes by the applicant in implementing and managing grant-funded projects (state and/or federal).

## C. TIMELINE OF ACTIVITIES

Use the table below to list project start-up/implementation activities and anticipated timelines for the 18-month grant period. If more space is needed, extend the table.

Project Activity	Timeline (month(s)/year)

## SECTION VI: PROJECT BUDGET

**A. BUDGET LINE ITEM TOTALS:** Please fill out the following table for the project's proposed budget. Although line items may not reflect those used by counties, the CSA uses these line items for its invoices, so please insert amounts where they fit best. Amounts must be whole dollars only. Applicants must provide a 25 percent match of the grant funds requested.

LINE ITEM	GRANT FUNDS	CASH MATCH	IN-KIND MATCH	TOTAL
1. Salaries and Benefits				
2. Services and Supplies				
3. Professional Services				
4. CBO Contracts				
5. Indirect Costs				
6. Fixed Assets/Equipment				
7. Other				
TOTAL				

**B. LINE ITEM DETAILS:** In the space below each line item, describe how grant funds and local match funds would be used to implement the project. Please provide sufficient detail to assess the nexus between the requested grant funds and the proposed project.

**1. SALARIES AND BENEFITS:**

**2. SERVICES AND SUPPLIES:**

**3. PROFESSIONAL SERVICES:**

**4. COMMUNITY-BASED ORGANIZATIONS:**

**5. INDIRECT COSTS:** This total may not exceed 10% of the grant funds.

**6. FIXED ASSETS/EQUIPMENT:**

**7. OTHER**

**C. FUNDING REQUEST**

In the space below, explain why the amount of funds requested is reasonable and appropriate given the proposed project's design and scope. If applicable, describe any other funding streams that may be used to support the proposed project.

## **SECTION VII: PRIORITY CONSIDERATION**

**THIS SECTION IS ONLY TO BE COMPLETED BY THE 15 APPLICANTS ELIGIBLE FOR PRIORITY CONSIDERATION. PLEASE REFER TO THE PROPOSAL REVIEW AND RATING PROCESS SECTION OF THE GRANT APPLICATION PACKET FOR MORE INFORMATION ON PRIORITY CONSIDERATION ELIGIBILITY.**

### **A. MIOCR II PROJECT DESCRIPTION AND SUCCESS**

In the space below, briefly explain what the county's demonstration project involved and whether it was successful in reducing recidivism among mentally ill offenders. If it was successful, support that assertion with quantitative or qualitative data. If it was unsuccessful, explain why.

### **B. RESPONSE TO BUDGET REDUCTION**

In the space below, describe how the county responded to the budget reduction during the final year of the three-year grant period. For example, did the county leverage other funding streams to maintain all aspects of the project, reduce the scope of its project, or reduce the size of its target population?

### **C. PROJECT SUSTAINABILITY**

In the space below, describe what components of the project the county sustained after the grant period ended, how much money was dedicated to that effort, and what funding sources were used to sustain the effort. If the project was not sustained, explain why.